

## **MEMORANDUM OF UNDERSTANDING**

## **IN-HOUSE PREPARER**

THE MOU WILL BE ACTIVATED <u>WITHIN 24 HOURS</u> AFTER THE COMPLETE FORM WITH AN <u>ORIGINAL</u> <u>SIGNATURE</u> IS RECEIVED. THE ILRC WILL <u>NOT</u> ACCEPT SCANNED, FAXED OR PHOTOCOPIED FORMS.

A SEPARATE Memorandum of Understanding (MOU) is required for each individual or organization to be registered through the online filing system.

PLEASE NOTE: This form is to be used when an entity designates an employee to prepare documents for the entity or the officers, partners or employees.

that indicate assent to or adoption of the information submitted. The adoption of such an electronic signature has the same legally binding effect as a traditional signature. I intention to be bound by such an electronic signature on any documents submitted to the ILRC by electronic means.  Signature  Date	1.	Name of individual or organization:		
3. Is the individual an employee of a 501(c)(3) or 501(c)(4)?Yes** ORNO		Address and phone:		
**(If yes, you must provide IRS verification with this for OR, for an organization, please provide tax identification number below.  4. Tax Identification Number for organization on Line 1 above:  (REQUIRED for all organizations)  5. Is the business classified as a 501(c)(3) or 501(c)(4):  Yes** OR  NO  **(If yes, you must provide IRS verification with this for the fill of the second of the	2.	Social Security Number for <i>individual</i> on Line 1 above:	( <b>REQUIRED</b> for a	ıll individuals)
4. Tax Identification Number for organization on Line 1 above:  (REQUIRED for all organizations)  5. Is the business classified as a 501(c)(3) or 501(c)(4):  Yes** OR NO  **(If yes, you must provide IRS verification with this feet.)  6. Indiana Interactive username associated with PREPARER:  7. Select the type of registrations to be filed for lobbyist on Line 1:  EMPLOYER LOBBYIST COMPENSATED LOBBYIST BOTH EMPLOYER AND COMPENSATED LOBBYIST  First and Last Name of Preparer:  Preparer's Employer Name:  Preparer's Employer Name:  Preparer's Phone:  I request the approval of the ILRC to submit required filings electronically. I understand that any such submissions will require an electronic signature as described in the Electronic Transaction Act (See 1.C. 26-2-8). This electronic signature may consist of an IN goo username and any other marks made electronically by the lobbyist in the cour that indicate assent to or adoption of the information submitted. The adoption of such an electronic signature has the same legally binding effect as a traditional signature. I intention to be bound by such an electronic signature on any documents submitted to the ILRC by electronic means.  Signature  Date	3.			
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**(If yes, you must provide IRS verification with this feed.  6. Indiana Interactive username associated with PREPARER:  7. Select the type of registrations to be filed for lobbyist on Line 1:	4.	Tax Identification Number for <i>organization</i> on Line 1 above:	(REQUIRED for all organi	zations)
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EMPLOYER LOBBYIST COMPENSATED LOBBYIST BOTH EMPLOYER AND COMPENSATED LOBBYIST BOTH EMPLOYER AND COMPENSATED LOBBYIST Preparer's Employer Name: Preparer's Employer Name: Preparer's Address: Preparer's Phone: ( ) Email address of person assigned username above: Preparer's Phone: ( ) Email address of person assigned username above: Preparer's Pr	6.	Indiana Interactive username associated with <i>PREPARER</i> :		
First and Last Name of Preparer:  Preparer's Employer Name:  Preparer's Address;  Preparer's Phone:  [ ]  Email address of person assigned username above:  I request the approval of the ILRC to submit required filings electronically. I understand that any such submissions will require an electronic signature as described in the Electronic Transaction Act (See I.C. 26-2-8). This electronic signature may consist of an IN, gov username and any other marks made electronically by the lobbyist in the cout that indicate assent to or adoption of the information submitted. The adoption of such an electronic signature has the same legally binding effect as a traditional signature. I intention to be bound by such an electronic signature on any documents submitted to the ILRC by electronic means.  Signature  Date	7.	Select the type of registrations to be filed for lobbyist on Line	1:	
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	Elect	Preparer's Employer Name:  Preparer's Address:  Preparer's Phone: ( )  Email address of person assigned username above:  equest the approval of the ILRC to submit required filings electronically. I understand that any ronic Transaction Act (See I.C. 26-2-8). This electronic signature may consist of an IN gov uses indicate assent to or adoption of the information submitted. The adoption of such an electronic	such submissions will require an electronic rame and any other marks made electronics signature has the same legally binding effec	signature as described in the Uniform ally by the lobbyist in the course of filin ct as a traditional signature. I affirm my
		Signature	Date	
Printed Name		Printed Name		

Indiana Lobby Registration Commission 10 W. Market Street, Ste. 2940

Indianapolis, IN 46204 PH: 317-232-9860